

## Mission

*Our mission is to inspire readers, enrich lives, and create community.*

**Statement of Purpose:** The Wiggin Memorial Library utilizes and provides technologies that support efficient access to ideas and information. The Library will remain both a portal and a destination for information seekers using a variety of personal or library-owned devices. In this policy technology includes hardware, software, applications, online subscriptions, and other electronic and digital means of accessing information. The implementation of technologies in the library will be accomplished most effectively by determining user needs and designing flexible spaces, innovative programs, and adaptable services to provide information. Policies and rules remain under the final authority of the Library Board of Trustees. That authority is delegated to the Library Director.

## Principles

The Library Board of Trustees adopts the following principles for a networked library:

1. **Equitable access:** User-centered, barrier-free, and format-independent access to information.
2. **Maximizing library resources:** Making the most of technology budgets through user-driven decision making, collaborations and consortia purchasing, and marketing of technological resources.
3. **Intellectual freedom and self-directed learning:** The right to express ideas and receive information in a variety of formats from a variety of viewpoints.
4. **Privacy:** Installing and maintaining technology resources that allow patrons to choose the degree to which personal information is monitored, collected, disclosed, or distributed. Individual accounts are not required to use resources on library devices or in-library wi-fi and information created on such is not stored after logging out. Library patron confidentiality is protected by NH law, which may not extend to third party providers.
5. **Intellectual property rights:** Supporting a fair and equitable balance of the rights and privileges of users, creators, and owners of intellectual property as addressed in US Copyright Laws.
6. **Infrastructure:** Physical, social, and financial architectures that enable and affect the operation of the networked library.

### A. Approach:

1. Technologies will be added and/or maintained based on the direct public services that are enhanced through their use. Decision making should address the following:
  - a. Which specific customer need(s) does/will the technology meet?
  - b. Is the cost/benefit analysis (including ongoing maintenance) for the technology the best use of library resources?
  - c. Does the technology fit into the library's overall collection/resource development policies?
  - d. Does the technology allow for protecting the confidentiality of those who use the library?
  - e. Does the technology allow for legal uses under copyright regulations?
2. The selection of technologies for users and staff remains under the final authority of the Library Board of Trustees. That authority is delegated to the Library Director.
3. The library will participate in consortia to subscribe to online resources at reduced cost whenever feasible.

## WIGGIN MEMORIAL LIBRARY

### TECHNOLOGY POLICY

update 11/2018

#### B. Access:

1. Access to technologies will be made possible through multiple channels: in-library computer terminals, in-library wireless internet access, remote access to library subscriptions to online resources, library-owned digital devices, etc.
2. The library will keep hardware and software current in order to meet the access needs and expectations of the community.
3. The library staff will devise tools to teach and assist with use of technologies (to the extent possible) in order to facilitate use by people of different experience levels and abilities.
3. The library director (or appointed library staff) may restrict access based on demand, limits on resources, or behavior that does not fit library policy and rules.
4. Individual users accept responsibility for determining the suitability and credibility of the content they view. Parents accept responsibility for determining the suitability of the content viewed by their minor children.

#### C. Related Documents:

1. [American Library Association Library Bill of Rights](#)
2. [Riding the Waves or Caught in the Tide: Insights from the IFLA Report.](#)
3. [Edge Assessment and Benchmarks](#)
4. [Wiggin Memorial Library Internet Use Policy](#)

Signatures of the Board of Trustees indicates adoption of this policy.

Susan Ewilson

, Trustee Date: 11/19/18

Geri Denton

, Trustee Date: 11/19/18

Kathleen A Bower

, Trustee Date: 11/19/18

Connie

, Trustee Date: 11/19/18

, Trustee Date: \_\_\_\_\_